

# PUEBLO

CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
TUESDAY, SEPTEMBER 17, 2013  
5:30 PM

*Individuals Requiring Special Accommodations Should Notify the Civil Service Commission Office (719) 553-2635 by Noon on the Monday Preceding the Meeting.*

CALL TO ORDER

ROLL CALL

AMENDMENTS TO THE AGENDA

READING AND APPROVAL OF MINUTES:

- Regular meeting of Tuesday, August 13, 2013.

**Commission Action:** Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, August 13, 2013 as distributed.

## **CONSENT AGENDA**

The following items are considered to be routine by the Civil Service Commission and will be passed and approved by one motion. There will be no separate discussion of these items unless a Commissioner so requests; in which event, the item shall be removed and considered as a regular item.

1. Receive and file the following status reports on current recruitments:
  - a. Park Caretaker II – Irrigation Specialist - (Recruitment due to vacancy) – We received three qualified applications for this position. The Commission gave permission, and T&E examinations were conducted. The eligible list for this position will be signed at this meeting.
  - b. Emergency Services Dispatcher - (Recruitment due to request from City Manager for new eligible list) – The external recruitment began on August 25, 2013 and ends on September 15, 2013. At the time of this agenda, we had received 64 applications for this position. The applications are currently being screened.
  - c. Fire Captain - (Recruitment required every year per Civil Service Rule 29) – The internal recruitment began on August 25, 2013 and ends on September 15, 2013. At the time of this agenda, we had received 20 applications for this position. The applications are currently being screened.

CIVIL SERVICE COMMISSION MEETING  
SEPTEMBER 17, 2013  
PAGE TWO

**CONSENT AGENDA**

2. Ratify the Commission's letter to Johnny O'Connor regarding the removal of his name from the Assistant WWTP Superintendent eligibility list.
3. Ratify the Commission's letter to Stephen Harrison regarding the removal of his name from the Wastewater Operator A eligibility list.
4. Ratify the Commission's letter to Nathan Walker regarding the removal of his name from the Wastewater Operator A eligibility list.
5. Ratify the Commission's letter to Richard Mulledy regarding the placement of his name on the reemployment list for Civil Engineer, Drainage.
6. Ratify the Commission's letter to Lindsey Herrera regarding the placement of her name on the reemployment list for Emergency Services Dispatcher.

**Commission Action:** Approve/disapprove all items on the Consent Agenda.

**REGULAR AGENDA**

1. Submission of the eligible list for Park Caretaker II – Irrigation Specialist.

**Commission Action:** Approve and certify the eligible list for the class title of Park Caretaker II – Irrigation Specialist.

**ADMINISTRATIVE ITEMS**

**A. Administrative Items.**

1. Set the date for the October 2013 Civil Service Commission Meeting.

**INFORMATIONAL ITEMS**

**B. Informational Items.**

1. Employee Status Report for August 2013.
2. Handouts

**ADJOURN**